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Nursing Investigator (Non-Merit)

Established in 1914, the Kentucky Board of Nursing (KBN) has an established history of protecting the well-being of the public by development and enforcement of state laws governing the safe practice of nursing, nursing education and credentialing.

The Kentucky Board of Nursing, Compliance Branch in Louisville (Jefferson County) has an opening for a non-merit, non-chapter Nursing Investigator (Case Manager).

DUTIES AND RESPONSIBILITIES:

- Investigates alleged nursing practice violations and monitors compliance with Board Orders and Agreements for licensees.
- Monitors compliance with Kentucky Alternative Recovery Effort (KARE) program agreements. Tracks compliance efforts, prepares reports, and maintains accurate and confidential records.
- Conducts interviews and meetings with licensees and applicants. Presents information to Board Members for review.
- Reviews Kentucky All Schedule Prescription Electronic Reporting (KASPER) reports for compliance with regulatory standards and monitoring agreements.
- Reviews patient medical records, prescriber reports, subpoenaed records, and other materials pertaining to investigations and case monitoring.
- Prepares non-compliance letters, Notice of Intent to Suspend/Deny Reinstatement documents and Agreed Orders for licensees in violation of monitoring terms.
- Provides testimony at Administrative Hearings.
- Performs other duties as assigned.

PREFERRED SKILLS:

The ideal candidate will have the ability to communicate effectively, maintain integrity, manage time efficiently, adapt to change and be self-motivated. Experience working with Substance Use Disorders is preferred.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in Nursing.

EXPERIENCE, TRAINING, OR SKILLS:

Must have five years of experience in nursing practice, education, investigation or administration as a Registered Nurse.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional experience in one of the above areas will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be licensed with the Kentucky Board of Nursing as a Registered Nurse or possess a valid work permit issued by the Kentucky Board of Nursing

<https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=44650>. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification.

Applicants and employees in this classification may be required to submit to a drug screening test and background check.

Pay Grade: 15

Gross Monthly Salary Range: \$3,230.84.94- \$4,494.12

Position #: TBD

Employment Type: EXECUTIVE BRANCH | FULL-TIME | FLSA EXEMPT | 37.5 HR/WK

Location: 312 Whittington Parkway, Suite 300, Louisville, KY 40222

***Telecommuting options may be available with approval from the Appointing Authority.**

Resumes and letters of interest for this position should be directed to Jennifer Hart, Human Resource Administrator by e-mail at: Jennifer.Hart@ky.gov

This position will remain open until filled.

An Equal Employment Opportunity/Affirmative Action Employer M/F/D